



Concur Travel Quick Reference

Section 1: Getting Started	
Step 1: Log In to Concur Travel	
1	Logon to https://portal.tandt.com/stateofiowa Click on Online Booking link
Use your company email as your login ID. If you would like to reset your password, click the forgot password link and choose the 2 nd radio button. This will send an email with a link to reset your password. For new users, click the Concur Create a New User link and enter the PIN# IOWA to create your online profile.	

Section 2: Travel Center	
1	Explore the Home section.
2	Explore the Trip Library section.
3	View the Templates section.
4	Familiarize yourself with the Policy section.
5	Explore the Profile section.
6	View the Tools section.

Section 3: Updating Your Travel Profile	
Step 1: Change your Time Zone, Date Format, or Language	
1	On the Travel Center homepage, on the grey menu bar at the top of the screen, click Profile .
2	On the Other Settings menu on the left side of the page, click System Settings .
3	On the System Settings page, update the appropriate information, and then click Save .

Step 2: Update Your Personal Information	
1	On the Travel Center homepage, on the grey menu bar at the top of the screen, click Profile .
2	On the My Profile page, update the appropriate information, and then click Save .

Step 3: Set up a Travel Arranger or Assistant	
1	On the Travel Center homepage, on the grey menu bar at the top of the screen, click Profile .
2	At the top of the Profile screen, click Assistants .

Step 3: Set up a Travel Arranger or Assistant	
3	Click Add an Assistant to search for your assistant's last name.

Section 4: Make a Travel Reservation	
Step 1: Make a Flight Reservation	
1	Click the Flight tab at the left side of the screen.
2	Select one of the following types of flight options: <ul style="list-style-type: none">• Round Trip• One Way• Multi Segment
3	In the Departure and Arrival City fields, enter the cities for your travel.
4	Click in the Departure and Return date fields, and then select the appropriate dates
5	If you need a car, select the Pick-up/Drop-off car at Airport checkbox.
6	If you need a hotel, select the Find a Hotel checkbox.
7	Click Search for Flights By to view the flight results by Price or by Schedule.
8	Click Search .
9	After you choose your flight, click

Section 4: Make a Travel Reservation	
Step 1: Make a Flight Reservation	
	Select Seat next to the flight.
10	Select any green (unoccupied) seat and position the cursor over a seat to see the seat number.
11	Click the appropriate seat to select it.
12	Click Reserve to select your airfare.

Step 2: Select a Car	
1	If you specified that you need a car on the Flight tab, you will see car results for the car search.
2	Select the appropriate rental car, and then click Reserve .

Step 3: Select a Hotel	
1	To filter by hotel chain, click Hotel Chain , and then select the chains you want to view.
Note: If you selected the Find a Hotel option on the Flight tab, the hotel results are displayed after you choose your rental car.	
2	To filter by hotel amenities, click Hotel Amenities , and then select the appropriate amenity options.

3	Click Map of Hotels in the upper right corner of the page to view a map of the location you selected and the nearby hotels.
4	Click Info for a specific hotel to find more detailed information for the hotel.
5	When you are ready to reserve your hotel room, click Reserve for the appropriate rate and hotel.
6	Click Next .
7	Enter your trip information in the Trip Name and Trip Description fields.
8	Click Next to finalize your reservation.

Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation	
1	On the Upcoming Trips tab, click the name of the trip.
2	Click Change Trip (add car or hotel)
3	From the Itinerary, choose: Change Seat Change Flight to change your day or time for travel – you cannot change the airline. Change or cancel car rental Change or cancel hotel
4	To cancel your entire trip, click Cancel

	from the menu.
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